PROPOSAL PROCESSING STEPS

1. PI REQUESTS PROPOSAL FROM PROPOSED SUBRECIPIENT
   • Statement of Work (SOW)
   • Budget and Justification
     o PI/Department: Responsible for review of Fringe Benefit & F&A Rate calculations of Subrecipient Budget.

2. PI ASSESSES SUBRECIPIENTS
   • Complete the Subrecipient vs. Contractor Determination Sheet
   • If award is grant and sponsor-approved subaward, Sole Source Justification (UCSB/OR SK Form 200) is waived. If award is contract, Sole Source Justification (UCSB/OR SK Form 200) is required.
     Note: State of California funding requires that subcontracts expected to be in excess of $50,000 must be competitively bid.
   • Complete applicable Fair and Reasonable Cost Analysis (UCSB/OR SK Form 800 Part A-1 for grants and cooperative agreements or A-2 for contracts)
   • If PI has financial interest in Subrecipient, PI must complete the Statement of Economic Interests in O.R.’s Conflict of Interest Electronic Disclosure System.

3. PI PREPARES A PROPOSAL INCLUDING A SUBAWARD
   • Incorporate subrecipient’s proposal and SOW into UCSB’s for consideration as one proposal.
   • Include the subrecipient’s budget as a line item in UCSB’s budget.
   • Include other subrecipient docs (e.g. budget forms, biosketches, other support) as required by sponsor.
   • Forward completed UCSB proposal to Sponsored Projects for review, including signed Subrecipient Commitment Form (UCSB/OR SK Form 100), Source Justification (UCSB/OR SK Form 200) if required and applicable Fair and Reasonable Cost Analysis (UCSB/OR SK Form 800 Part A-1 or A-2)

4. SPO PROCESSES THE PROPOSAL
   • Verifies that this is a subaward as opposed to a purchasing action processed by Business Services
   • Verifies that all required subrecipient documentation is present
   • Endorses proposal and submits to Sponsor for consideration
   • Files all subrecipient paperwork in proposal file (available for use at award)

SUBRECIPIENT ISSUANCE STEPS

5. SPO NEGOCIATES WITH SPONSOR AND ENDORSES AWARD IF REQUIRED

6. PI/DEPARTMENT VERIFIES ANY SUBSEQUENT PAPERWORK NEEDED FROM SUBRECIPIENT THAT WAS NOT RECEIVED WITH SUBRECIPIENT COMMITMENT FORM
   • F&A rate agreement
   • Fringe-benefit rate agreement (if applicable, see UCSB/OR SK Form 100, Section B no. 2)
   • Compliance Approval Documents
   • Revised budget or statement of work (see #7 below) if applicable

7. PI/DEPARTMENT PREPARE UCSB/OR SK FORM 800 PART B
   • Include in UCSB/OR SK Form 800 Part B
     o ORBIT record number and prime award number.
     o Confirmation of same SOW and budget as proposed or provide a revised SOW and/or budget.
     o Name, email, phone, and address for subrecipient’s PI, administrator, and signing official.
     o Any special subaward terms that the PI/Department wants to add/flow down.

8. DEPARTMENT LIAISON SENDS REQUIRED DOCUMENTS TO SPO

9. SPO PREPARES AND ISSUES SUBAWARD
   • Pulls existing documentation from award file
   • Confirms that subrecipient has met its audit requirements and submitted required documentation
   • Confirms that all required approvals to enter into the subaward have been obtained
   • Prepares draft subaward, flowing down sponsor terms and conditions and discussing with PI if required
   • Negotiates terms with subrecipient if needed
   • SPO sends agreement to subrecipient for signature; upon receipt of signed copy SPO will sign and send a executed copy

10. SPO SENDS ACCOUNTING NOTICE ALLOWING PAYMENT ON THE AWARD AND DISTRIBUTES COPIES OF FULLY EXECUTED SUBAWARDS TO PI AND DEPARTMENT

SUBRECIPIENT ISSUANCE AND CLOSEOUT STEPS

11. PI MONITORS SUBRECIPIENT TECHNICAL PROGRESS

12. DEPARTMENT/PI MONITORS SUBRECIPIENT’S ADHERENCE TO TERMS OF SUBK (SOW, ALLOWABLE COSTS, ETC.)

13. PI/DEPARTMENTS REVIEW INVOICES
   • Are they arriving on schedule?
   • Do they contain the right level of detail to allow adequate review?
   • Do they contain the right certification based on 2 CFR 200.415(a)
14. **PI REVIEWS INVOICES**
   - Are all costs allowable, allocable, and reasonable?
   - Were all costs incurred within the period of performance of the subaward?
   - Are expenses aligned with technical progress?
   - Is cost sharing appropriately reflected, if required?
   - Complete and sign the Subaward Invoice Certification and keep this certification with the departments files
   - Forward Invoices to Accounting

15. **INVOICE IS APPROVED AND SENT TO ACCOUNTING**

16. **PI/DEPARTMENT PLAN FOR TIMELY CLOSEOUT—WITHIN REASONABLE TIME DEPARTMENT LIAISON SHOULD DO THE FOLLOWING:**
   - 90 days before end date of subaward confer w/subrecipient to determine whether work will be completed on time.
   - Review subaward balance 3 months prior to close-out.
   - 30-90 days before end date, request final invoice.
   - Complete Subaward Close-Out Certification (UCSB/OR SK Form 330) and forward it to SPO with final invoice.
   - De-obligate commitment for subrecipient agreements (if necessary).
   - Settle any disputed or disallowed costs.

17. **DEPT./SPO COMPLETES CLOSEOUT PROCESS**
   - Dept. completes Subaward Close-Out Certification (UCSB/OR SK Form 330).
   - Dept. sends certification to SPO along with final invoice and any copies of required final reports.
   - Dept. responsible to contact Accounting via email to request the release of any unexpended funds remaining on subaward.
   - SPO reviews Subaward Close-Out Certification (UCSB/OR SK Form 330); Final Invoice and makes sure all reports were received that were required.
   - SPO Approves Final Invoice and mails it to Accounting.